

UBC Farm Booking Packages and Steps

Packages

You will have access to our Events Field, Orchard and Poplar Grove areas. The Yurt is available to book as an additional space, subject to availability.

Package #1 - Micro-wedding, ceremony + photography only:

- 50 people or less
- \$250.00/hr - minimum two hours + 50% damage deposit
- One outdoor, portable toilet unit will be available for guest use
- Folding tables and chairs may be available, depending on the date and time. Please indicate the # needed when booking.
- One staff from the UBC Farm Events team will be on site to oversee all event activity during the booking time
- Bookable hours from 9:00AM - 9:00PM
- Bookable seven days a week. Saturdays from June - November will only be available from 3:00p.m. - 9:00p.m.

Package #2 - Wedding + Reception, or other event with alcohol and catering service:

- Receptions are back - catering and alcohol service, too! ([Apply for your Special Events Permit here through the BCLDB.](#))
- Day rate (9:00AM - 6:00PM): \$2000.00
- Day + Evening rate (9:00AM - 9:00PM): \$3500.00
- Saturday rate (June-December only): (3:00PM - 9:00PM): \$2000.00
- Renter is required to provide a washroom unit for guests.
- One staff from the UBC Farm Events team will be on site to oversee all event activity during the booking time
- Bookable hours from 9:00AM - 9:00PM
- Bookable seven days a week. Saturdays from June - November will only be available from 3:00p.m. - 9:00p.m.

- We have no restrictions on third party vendors, you are free to bring in your own caterers, décor team, florists, photographers, musicians, etc.
- Refer to our [Booking Guidelines](#) for policies on cancellation, damage deposits, and more.

Events with Alcohol:

The following policy must be reviewed and must be signed and submitted to the Film and Events Office 30 business days prior to the start of the event when alcohol is being served:

- Event organizers must request a [Special Event Permit](#) from the Liquor and Cannabis Regulation Branch.

UBC requires the following forms when requesting an event with alcohol:

- [UBC Alcohol Request Form](#) or [UBC Alcohol Request Form: Catering Company](#)
- Review UBC's [Policy #SC9 -Serving and Consumption of Alcohol at University Facilities and Events](#)
- ([Event Safety and Emergency Response Plan](#) for events over 100 people. If alcohol is being served by a licensed caterer, the [Catered Event Safety and Security Plan](#) from the Liquor and Cannabis Regulation Branch is required.)

Holding a Sustainable Event:

Event planners should use [UBC Sustainability's green event planning tips](#) to produce a zero-waste event.

Holding an Accessible and Inclusive Event:

Event organizers should use the [Equity and Inclusion Office's Accessible and Inclusive Event Planning guide](#) when planning an event.

At this time, we do not allow bookings to go past 9pm. Booking times can be flexible, all set up and tear down must be completed within the hours of booking.

Booking Steps

- **Review our [Booking Guidelines](#)** . This document provides important information about our site rules and procedures.
- **Submit a [Venue Request Form](#)**
- **Come visit us!** Our UBC Farm events liaison will contact you to arrange a site visit to ensure you are fully aware of the site's conditions.

- **A 25% confirmation deposit is required to secure the booking date.** Dates may be held without a deposit for up to 1 week, upon request. We will attempt to reach you if another party shows interest. Once notified, 48 hours will be given to secure the booking by submitting a deposit, otherwise, your date will be made available to other renters.
- When your date is confirmed, we will issue you a formal quote and paperwork. **Please note - all event details, including safety plans, must be received a minimum of 15 days in advance. 30+ days is required for all events serving alcohol.** All event contracts must be processed by UBC Legal, UBC Campus and Community Planning, UBC RCMP, and UBC Fire Dept. for approval.
- **Bring your Farm vision to life! Check our Guidelines for preferred vendors, photos of past events, and other details to ensure a successfully planned UBC Farm event.**

Space Use Contracts and Discounts:

- **UBC groups:** For UBC groups (e.g. faculties, departments, courses) paying for their bookings via JV, a 20% discount and no-GST is applied to your booking total. We will determine if a proposed event is suitable and provide permission for use - a contract is not usually required for UBC groups.
- **Private rentals:** Paperwork required for event rentals: 1. License Agreement Contract, 2. Safety and Emergency Response Plan (SERP), 3. Special Event Permit (for alcohol). The Site and Events Coordinator will work with you to complete these agreements. **Paperwork may need to be submitted up to 30 days before your event date.** Please note that your total rental fee must be confirmed for the License Agreement Contract to be completed; it is ideal to determine your dates and times for your booking as soon as possible to avoid delaying this process and losing your preferred date.
- **UBC individuals, including faculty, staff, students, and alumni receive a 10% discount on rental rates.**

Non-profit groups and low-income organizations are encouraged to contact us for discounts on bookings, assessed case-by-case.